

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 4/10/2012	(3) CONTACT/PHONE Ian Parkinson 781-4540	
(4) SUBJECT Request to approve a resolution to permit the destruction or disposal of certain Sheriff's Office records, documents and papers.			
(5) RECOMMENDED ACTION It is recommended that the Board approve and direct the Chair to sign a resolution to permit the destruction or disposal of certain Sheriff's Office records. A four-fifths (4/5) vote of approval is required.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT { X } Consent   { } Presentation   { } Hearing (Time Est. _____)   { } Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS { X } Resolutions   { } Contracts   { } Ordinances   { } N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A { X } 4/5th's Vote Required   { } N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 { X } No   { } Yes	
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY { X } N/A   Date _____	
(18) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest			
(19) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson  
781-4540

DATE: 4/3/2012

SUBJECT: Request to approve a resolution to permit the destruction or disposal of certain Sheriff's Office records, documents and papers.

## **RECOMMENDATION**

It is recommended that the Board approve and direct the Chair to sign a resolution to permit the destruction or disposal of certain Sheriff's Office records. A four-fifths (4/5) vote of approval is required.

## **DISCUSSION**

The records destruction policy was first established in 1991. The policy is based upon Government Code section 26202 which permits the Board of Supervisors to authorize the destruction or disposition of any record, paper, or document which is more than two years old, and which was prepared or received in any manner other than pursuant to a State statute or County charter. The records to be purged are obsolete, and there is no persuasive rationale for the retention of records beyond that period required by law. There is no pending litigation attached to the records to be purged.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed and approved the record destruction policy as to form and legal effect.

## **FINANCIAL CONSIDERATIONS**

Costs to destroy the records are minimal and have been included in the Sheriff's budget.

## **RESULTS**

Approval of this request will allow the Sheriff-Coroner to dispose of certain Sheriff's Office records, documents, instruments, books or papers that are no longer required.

## **ATTACHMENTS**

Resolution